



Simple Steps to Office and Work Area Safety



- How many of these simple steps do you currently practice?
 - Use APPROVED step stools and ladders (NEVER STAND ON CHAIRS, DESKS, BOXES, ETC.!!)
 - KEEP aisles, walkways and floor areas clear
 - HOLD onto chair arms/back/seat when sitting or rising
 - PROTECT colleagues and yourself from slipping on spills
 - Clean up, barricade, report
 - CLOSE file, desk, and cabinet drawers
 - REPORT deficient conditions to supervisors or Facilities



For more information contact Richard DeBusk, EH&S Division (x2976).